



**JONATHAN E. FIELDING, M.D., M.P.H.**  
Director and Health Officer

**JONATHAN E. FREEDMAN**  
Chief Deputy Director

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 240-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)



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November 23, 2011

TO: Each Supervisor

FROM:  Jonathan E. Fielding, MD, MPH  
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO AMEND  
AGREEMENT NUMBER H-204251 WITH AUTOMATED CASE MANAGEMENT  
SYSTEMS, INC. FOR DATA MANAGEMENT, TRAINING, AND SYSTEMS  
LICENSE AND MAINTENANCE SERVICES**

This is to notify you that I am exercising delegated authority approved by your Board on February 8, 2011, to execute future amendments to the above-referenced agreement that provide an increase or a decrease in funding up to 25 percent above or below each term's annual base maximum obligation, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

Under this delegated authority, I will amend Contract Number H-204251 with Automated Case Management System, Inc. with additional funding in the amount of \$47,409 increasing the annual maximum obligation from \$500,000 to \$547,409 for the current funding term of March 1, 2011 through February 29, 2012; and additional funding in the amount of \$113,782, increasing the annual maximum obligation from \$500,000 to \$613,782 for the funding term of March 1, 2012 through February 29, 2013, for a total maximum obligation of \$1,161,191, 100 percent offset by Health Resources and Services Administration (HRSA) Ryan White Program Part A funds. These funds will enable the agency to recruit, hire, and train a consultant to translate Casewatch's proprietary software-generated data from the Massachusetts General Hospital Utility Multi-Programming System language into both Statistical Analysis System (SAS) and Statistical Package for the Social Sciences (SPSS) statistical analysis programs. SAS and SPSS are data analysis programs that enable the Division of HIV and STD Programs staff to accurately evaluate service delivery and to generate reports to HRSA; California Department of Public Health, Office of AIDS; and other funding entities.

County Counsel has reviewed and approved the amendment as to form and this delegated authority action.

If you have any questions or require additional information, please let me know.

JEF: nmp:ar  
#02038

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors